

## **Examination Information**

### **California Extended Functions (RDAEF/RDHEF) Licensure:**

**Be sure to carefully read all of the following information concerning the conduct of the Registered Dental Assistant in Extended Functions (RDAEF)/Registered Dental Hygienist in Extended Functions (RDHEF) clinical Examination.**

#### **GENERAL REQUIREMENTS AND PROHIBITION DURING THE EXAMINATION.**

1. COMDA will randomly assign each candidate a number, who shall be known by that number throughout the entire examination.
2. The ability of a candidate to read and interpret instructions and examination material is a part of the examination.
3. Candidates, employer dentists and/or dental assistants may not commit any acts which interfere with COMDA's objective of evaluating professional competence.
4. Candidates must follow all directions relative to the conduct of the examination, including termination of treatment procedures at the scheduled or announced time.
5. Candidates may not assist another in any portion of the examination.
6. Candidates shall not leave the examination area without permission.
7. Candidates shall occupy only the examination space assigned to her or him throughout the entire examination.
8. Absolutely no person other than those who are directly connected with the exam shall be admitted to the exam rooms.
9. No patient shall be dismissed without the approval and signature of an examiner.
10. Notes, textbooks or any other informative materials may not be brought into the examination room.

#### **GENERAL DESCRIPTION OF THE EXAM**

Each candidate must pass a clinical examination which includes performing cord retraction of gingivae for impression procedures (applicants are allowed 30 minutes to complete the procedure); and take an impression for cast restorations (applicants are allowed 45 minutes to complete the procedure).

The total clinical examination period shall not exceed one and one-half (1 ½) hours. Each examinee shall provide ONE patient upon whom the retraction and impression procedures shall be performed. If a patient is deemed unacceptable by the examiner, it is the examinee's responsibility to provide an acceptable replacement.

#### **CHECKLIST – WHAT TO BRING**

Following is a brief checklist of what you must bring to the exam – be sure to refer to the detailed information contained in the following pages about the specific requirements:

- A valid, unexpired, photo I.D., such as a Driver's License, or you will not be admitted into to the exam.
- An acceptable patient, meeting the criteria beginning on page 2.
- A completed Medical Health History form for each patient presented and written physician's clearance or pre-medication, if appropriate.
- Armamentarium necessary to perform cord packing and final impression procedures as listed beginning on page 2, including a small tray, explorer, mouth mirror, cotton pliers, and impression tray.

## PATIENT ACCEPTABILITY

Each candidate shall provide one acceptable patient. In the event that a patient is deemed unacceptable by the examiners, it is the candidate's responsibility to provide another patient that is acceptable.

### **An acceptable patient must meet the following criteria:**

1. Age. Minimum age of 18.
2. Health Conditions. The patient's health condition must be acceptable for dental procedures. If conditions indicate a need to consult the patient's physician, the candidate must obtain the necessary written clearance and/or evidence of premedication before the patient will be accepted.
  - (a) **The following conditions require either physician clearance or premedication:**  
Rheumatic fever, rheumatic heart disease, heart murmur, mitral valve prolapse, heart defect from birth, prosthetic joint replacement, heart valve replacement. (\*Pre-medication must be confirmed by presenting the prescription container at the exam.)
  - (b) **The following conditions require physician clearance for dental treatment:**
    - 1) Tuberculosis – Patient must also have been on antibiotics for a minimum of four (4) weeks.
    - 2) High blood pressure.
    - 3) AIDS or HIV – Clearance must state that dental treatment is not contraindicated.
    - 4) Patients who are currently receiving radiation treatment or chemotherapy.
    - 5) Sickle cell anemia.
    - 6) Organ transplant.
    - 7) Long term steroid use.
    - 8) Pregnancy
    - 9) Patients who are taking or who have taken Fenfluramine and Phentermine (Phen-Fen).
3. Hazardous Conditions. A patient with a condition hazardous to the patient, candidate or examiner may be rejected at the discretion of the clinical floor examiner/supervising dentist.
  - (a) These health conditions are NOT acceptable:
    - 1) Patients with a history of hepatitis B, C or D, unless non-carrier medical clearance is provided.
    - 2) Patients who have had a heart attack, stroke or cardiac surgery within the past six (6) months.
    - 3) Herpetic lesions in any visible stage or other transmissible disease, acute abscesses, necrotizing ulcerative gingivitis (NUG), severely inflamed gingivae (purulent, hemorrhagic, retractable, etc.) in the area to be treated.
    - 4) Conditions requiring special patient management.
4. Required Criteria for Teeth. Requirements for the teeth on which procedures will be performed are as follows:
  - (a) Tooth will have been prepared and temporized prior to arrival at the exam site.
  - (b) There must be a minimum of ten (10) teeth per arch.
  - (c) The prepared tooth must have one of the following: 7/8 crown, 3/4 crown or full crown and shall have margins at or below the free gingival crest.
  - (d) Tooth preparation must be on a bicupid or molar and MUST have mesial and distal contact.

## ADDITIONAL EXAM REQUIREMENTS

1. Instruments. Provide, necessary armamentarium to perform all procedures at the time of the examination, including the following:
  - (a) A small tray. (Tray will be used by the patient to carry instruments and impression to the examiner area.)
  - (b) A mouth mirror.
  - (c) An explorer.
  - (d) Cotton pliers.
  - (e) 2" X 2" gauze squares and cotton rolls.
2. Impression Tray. Provide an impression tray. Full or quadrant trays may be used. ***Impression trays will be kept by COMDA.***

3. Dress. Examinees, employer dentists and dental assistants must dress appropriately for rendering health care services, consistent with OSHA standards (gown, gloves, mask and protective eyewear).

Candidates, employer dentists and dental assistants will NOT be allowed to leave the clinic floor in contaminated clothing. You must bring a bag in which to seal and remove your contaminated gown from the examination, or wear disposable gowns. Your name, office or school name may not appear on gowns or instruments.

4. Photo Identification. Each candidate **MUST** present a valid, unexpired photo I.D., such as a Driver's License, at check-in.
5. Medical Health History/Physician Clearance. Candidates must provide a completed medical health history for each patient presented, as well as physician clearance, if appropriate. The form should be completed prior to the exam.

Normally, the following disposable supplies are available at each examination site: latex gloves, disposable air-water syringe tips, gauze, cotton rolls, cotton swabs, headrest cover, suction tips, masks, mouthwash, over gloves, patient bibs, paper cups, saliva ejector tips, foil or ultra wrap, tray covers, dental floss, surface disinfectant. However, there is no guarantee that any or all of these items will be available.

### EXAMINATION PROCEDURES

1. On the day of the examination, orientation will be held prior to the examination.
2. A current medical health history form must accompany the patient.
3. Since the candidate legally cannot prepare the tooth utilized for testing, the following guidelines must be followed:
  - (a) A dentist, who has a current license in California, must accompany the candidate to anesthetize the patient (for RDAEF candidates), supervise anesthesia (for RDHEF candidates)

and to dismiss the patient at the completion of the exam after the crown has been cemented.

- (b) The dentist must remain in the waiting area in the event that additional anesthesia is needed.

4. Under no circumstances shall the patient be dismissed after the exam begins without the approval of the clinical floor examiner/supervising dentist.
5. The services of a dental assistant or RDA shall be permitted during the impression taking phase of the examination. The responsibility of the assistant will be solely to assist in the mixing of the impression material. Under no circumstances may a dentist (this definition does not require one to be licensed, but only to have graduated from a dental school, in any state or country), RDHEF, RDH, RDAEF, dental student, dental hygiene student, RDAEF student or RDHEF student be used as an assistant at the chair.

### CHECK-IN AND ORIENTATION

Check-in and orientation will begin at the announced time.

You will be escorted from the lobby of the dental school to the check-in and orientation areas.

You **MUST** present a valid, unexpired, photo identification, such as a Driver's License, in order to check-in and be admitted into the examination. You will be given a badge, which contains your picture and your candidate I.D. number. You will be known only by your candidate I.D. number throughout the examination.

Following check-in, you will be given orientation instructions, and be allowed to ask questions.

When you leave the orientation room, you will have approximately 10 minutes to get your patient, employer dentist and dental assistant and proceed to the exam clinic.

## CLINIC PREPARATION

You may NOT take any notes or other reference materials into the clinic area, other than the completed patient medical health history form mailed to you.

Absolutely NO ONE other than you, your patient, employer dentist and dental assistant are allowed on the clinic floor.

When you reach the clinic, you must locate the cubicle that has your candidate I.D. number on a white card with a red number – disregard ANY other numbers on the units. (Your candidate I.D. number is the number given to you upon check-in which appears on the badge given to you at that time.)

You must occupy the unit corresponding to your candidate I.D. number. Make sure that the identification number on your cubicle is visible at all times, and that the forms in your unit contain the candidate I.D. number on your badge. If you find yourself in the wrong cubicle, do NOT change the I.D. number on your examination forms – contact the clinic supervisor immediately.

Make sure that your employer dentist, dental assistant and patient know your candidate I.D. number and location of your units, so that they can return to the unit in a timely manner.

If you have equipment problems, contact either the clinic supervisor or a proctor immediately.

You must obtain permission from the clinic supervisor to leave the clinic for any reason at anytime during the course of the examination.

When you arrive in the clinic, you may:

1. Sanitize your unit.
2. Set out your disposable supplies.
3. Complete the procedure sheet. All areas must be completed prior to the supervising dentist approving your patient for the examination.
4. Confirm that your patient has signed and dated the medical health history form, both front and back.

5. Clip the patient badge, which has been placed in your cubicle to the patient's right sleeve or to the napkin chain, so that it will remain visible at all times. Do NOT put your I.D. number on the badge.
6. Have your employer dentist anesthetize the patient. Either the candidate or the dentist may remove the temporary crown and clean the prep.
7. Set up armamentarium for perform the cord retraction.

At this time, or before entering the clinic, you should discuss with your patient the fact that they are not to divulge any personal information about you or themselves to the examiners, and the examiners will engage in little or no conversation with them. This is to protect your anonymity and not to be considered rudeness.

## PRESENTING THE PATIENT FOR ACCEPTABILITY

Prior to your beginning the cord retraction procedure the supervising dentist will check your patient. Before raising your hand to signal you are ready to begin, the following must be completed:

1. The patient medical health history form is filled out completely and signed.
2. The procedure sheet is completely filled out.
3. The patient has been anesthetized, the temporary crown has been removed and the prep is clean.

Raise your hand and the supervising dentist will check the tooth and its surrounding tissue.

## DETERMINING PATIENT ACCEPTABILITY

The supervising dentist will come to your unit and evaluate the patient for acceptability. The supervising dentist will:

1. Review the patient's medical health history and the procedure sheet.
2. Examine the selected tooth to verify that it meets the "Criteria for Acceptable Patients". The supervising dentist will make the final determination on the

acceptability of your patient. The supervising dentist's decision is final. If your patient is not accepted, you will be told why and it will become your responsibility to choose an acceptable patient.

Once the patient has been accepted, the employer dentist and dental assistant must leave the unit and go to the waiting area. A proctor will take the procedure sheet and stamp the time by which you must have completed the cord retraction procedure. When the procedure sheet is returned to you, you may begin performing the cord retraction procedure.

#### PATIENT CORD RETRACTION

You are allowed thirty (30) minutes to complete the cord retraction procedure. You must finish and check-out by the time stamped in red on the top of the procedure sheet.

It is not required that you spend the full thirty (30) minutes to complete the cord retraction. When you have finished, raise your hand. You must see the clinic supervisor to have your time stamped on the form. When you are told to do so, escort your patient to the control desk with **the medical history form, the procedure sheet, a mouth mirror, and explorer, cotton pliers and post-operative xray on the tray.** Your patient will be escorted to the grading clinic by a proctor.

You must be finished and have your patient in line by the time stamped on the procedure sheet. Allow time for this. Exam personnel will attempt, as a courtesy, to give you a ten (10) minute warning, but ultimately it is your responsibility. The time clock has been set to match the clinic wall clock, so refer to that clock. **If you do not have your patient in line by the time stamped on your form, you will fail the examination.**

#### GRADING OF CORD RETRACTION

Grading will be done independently and anonymously by at least two examiners. A minimum of 75% is passing

In addition all patients will be checked for trauma. If for any reason a clinical examiner feels it would not be in

the best interest of the patient for you to continue, the chief examiner will confirm or deny the decision. If confirmed, the patient will be dismissed.

After grading, the patient will be sent to the control desk before you may proceed with the impression procedure.

#### PATIENT FINAL IMPRESSION PROCEDURE

At the control desk the clinic supervisor will stamp the time by which you must complete the impression procedure and the patient will be returned to your unit.

You are allowed forty-five (45) minutes to complete the final impression procedure. You must finish and check-out by the time stamped in red on the top of the procedure sheet. You may begin taking the impression as soon as your patient returns.

It is not required that you spend the full forty-five (45) minutes to complete the impression procedure. You may take as many impressions as necessary within this time. When you have finished taking the impression, escort your patient to the control desk with **the impression in the plastic bag provided with you candidate number visible, a mouth mirror, an explorer, cotton pliers, several 2" X 2" gauze squares, cotton rolls, the procedure sheet and the medical history form on the tray.** You must see the clinic supervisor to have your time stamped on the form. Your patient will be escorted to the grading clinic.

You must be finished and have your patient in line by the time stamped on the procedure sheet. Allow time for this. Exam personnel will attempt, as a courtesy, to give you a ten (10) minute warning, but ultimately it is your responsibility.

**If you do not have your patient in line by the time stamped on your form, you will fail the examination.**

#### GRADING OF THE FINAL IMPRESSION

Grading will be done independently and anonymously by at least two examiners. A minimum of 75% is passing.

## COMPLETING THE EXAMINATION

After the cord retraction and impression procedures have been graded, you or your employer dentist may cement the temporary crown. If a permanent crown is used the employer dentist must cement the crown. The fitting and adjusting of the crown should be done prior to the examination. Everyone must leave the examination floor in a timely manner. The patient **MUST** leave with a crown in place. Your employer dentist must dismiss the patient. Have your patient, employer dentist and dental assistant return their badges to you.

## CLEAN UP

Thoroughly clean your unit, and properly dispose of all items. Your gowns must be placed in a bag and sealed before leaving at the end of the exam, or disposed of in the clinic.

You must hand in the instructions, dentist, dental assistant, patient and your candidate badges before you leave. If your candidate badge is not returned your examination results will not be sent to you. Leave the cubicle card in the unit.

## RESULTS OF THE EXAMINATION

You must obtain a score of at least 75% on EACH procedure to pass the clinical examination.

The results of the examination will be mailed to all candidates approximately six (6) weeks after the last exam date in the cycle. Do not phone COMDA before this time, staff is not permitted to give out results over the phone.

**LICENSES WILL NOT BE ISSUED WITHOUT  
CRIMINAL HISTORY CLEARANCE FORM THE  
DEPARTMENT OF JUSTICE AND THE FBI.**